

## **County Administrator Job Announcement**

After a 20-year tenure with the current retiring administrator, Santa Rosa County is now accepting résumés for the position of county administrator. The ideal candidate will have strong managerial experience and show high levels of performance in areas that include finance and budget, human resources, economic development, planning/development, information technology, public safety, infrastructure management, customer service and maintaining positive lines of communication at all levels. The successful candidate will be equally committed to both developing employee performance and accountability, as well as ensuring a positive, supportive and respectful working environment for all employees.

Duties include assuring the commissioner's directives are conducted, drafting a recommended county annual operating budget, preparing policy, recommendations approval, preparing meeting agendas, assisting the commission in establishing long and short term goals and objectives, and coordinating efforts with other state, federal, county, municipal and non-profit agencies.

Minimum requirements for the position include graduation from an accredited college or university with a master's degree in public administration or related field; and seven years of responsible experience in local government administration at the level of department head or assistant county administrator or any equivalent combination of training and experience at least seven years of progressively responsible management experience as a county or deputy county administrator, town or city manager; or a bachelor's degree and 10 years related experience.

The salary range for the position is \$115,000 to \$145,000 and based on the candidate's qualifications and experience. An excellent benefits package includes participation in the Florida Retirement System, vacation, sick leave, group life insurance, medical insurance, monthly travel stipend, professional dues and conference expenses. Relocation allowance is negotiable.

### ***About Santa Rosa County***

Santa Rosa County is situated on the beautiful panhandle of Florida. From our expanding tourism, vibrant farming community, growing industrial presence, to our strong military ties, our 1,174 square miles is home to over 150,000 residents and offers an extraordinary level of quality of life. Our county outperforms many areas of the state with the fourth lowest unemployment, second lowest crime rate and continually top ranking school system. It is no surprise that Santa Rosa County is one of the fastest growing counties in the United States.

Santa Rosa County follows the council-manager form of government. The county administrator is appointed by a five member commission who are elected at large to serve and represent one district and the county as a whole. With an adopted budget of \$103.95 million ([Click here](#) for complete 2014/2015 FY budget), Santa Rosa is organized with six county directors who report to the county administrator and employs approximately 385. [Click here](#) to review the county's 2013/2014 Annual Report or [here to review our community profile](#).

### ***How to Apply***

Resumes are due by Sept. 11, 2015 at 4:30 p.m. CDT. To be considered, please submit a cover letter, résumé with salary history and five professional references to [HR@santarosa.fl.gov](mailto:HR@santarosa.fl.gov). Following the filing date, résumés will be screened by a committee and the top applicants presented to the commission for review. Finalists will be interviewed in Santa Rosa County, tentatively slated for late September. For more information, please contact DeVann Cook at [devannc@santarosa.fl.gov](mailto:devannc@santarosa.fl.gov).

*Equal Opportunity Employer (EOE). Under Florida Open Records Act,  
all resumes subject to disclosure.*

*Note: Under Florida law, resumes and applications are consider as public documents and must  
be provided to the media and/or the public on request at any time during the  
application review or hiring process.*

**Santa Rosa County Human Resources**  
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